



DEPARTMENT OF THE NAVY

COMMANDING OFFICER
NAVAL AIR STATION
700 AVENGER AVENUE
LEMOORE, CALIFORNIA 93245-5001

IN REPLY REFER TO:

NASLEMINST 1746.11

NOOLM

AUG 21 2001

NAS LEMOORE INSTRUCTION 1746.11

From: Commanding Officer, Naval Air Station, Lemoore

Subj: ADMINISTRATIVE PROCEDURES FOR THE OPERATION OF THE NAVAL
AIR STATION (NAS) LEMOORE CHIEFS PETTY OFFICERS' MESS

Encl: (1) Naval Air Station Lemoore Chief Petty Officers' Mess
By-Laws
(2) Naval Air Station Lemoore Chief Petty Officers' Mess
Status of the Mess Report

1. Purpose. To foster camaraderie and promote professional growth of Master Chief Petty Officers, Senior Chief Petty Officers, and Chief Petty Officers and to publish by-laws for the administration and operation of the NAS Lemoore, Chief Petty Officers' Mess (hereafter referred to as the "Chiefs' Mess" or "Mess").

2. Scope. All Chief Petty Officers, Senior Chief Petty Officers and Master Chief Petty Officers assigned to NAS Lemoore are members of the Chiefs' Mess.

3. Responsibilities

a. The Command Master Chief shall serve as the Mess President and is responsible for the proper functioning of the Chiefs' Mess in accordance with enclosure (1) and the procedures contained herein.

b. All Master Chief Petty Officers, Senior Chief Petty Officers, and Chief Petty Officers will familiarize themselves with the policies and procedures contained herein and attend monthly Chiefs' Mess meetings.

4. Action

a. Mess funds will be maintained in a checking account and a ledger will be maintained to document Mess expenditures.

b. Enclosure (2) will be submitted to the Executive Officer by the 15th day of April and October of each year.

c. Command Evaluation will perform an audit at the end of each fiscal year and at any time the duties of Mess Treasurer change hands.



JOHN V. STIVERS

Distribution: (NASLEMINST 5216.2X)

List A

All Chief Petty Officers

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**NAVAL AIR STATION LEMOORE
CHIEFS' MESS BY-LAWS**

1. Membership. All Chief Petty Officers, Senior Chief Petty Officers and Master Chief Petty Officers assigned to NAS Lemoore by virtue of rank are members of the Chiefs' Mess. The Chiefs' Mess serves two distinctly different but equally key functions at the command. The first function is to be proactive and engaged in professional matters affecting the command and command climate as deemed appropriate by the Command Master Chief or higher authority. The second function is to promote esprit-de-corps and foster camaraderie within the Chiefs' community through social events and activities. Social membership is strictly voluntary and highly encouraged.

2. Elections. A meeting of all NAS Lemoore Chief Petty Officers will be held annually to elect a Vice President and Secretary. The election will normally be held in October of each year. Only Social members in good standing are eligible to run for office and/or vote.

a. The President will be the CMC. If the CMC billet is vacant or gapped for various reasons, the next senior Master Chief, Senior Chief or Chief, as applicable, will assume this duty.

b. The Treasurer will be appointed by the President and is traditionally the junior Chief Petty Officer assigned.

c. All officers, with the exception of President, will hold their positions for a period of one year, not exceeding a period of two consecutive years (unless relieved by proper authority).

d. Nominations for elected officers will be submitted by the Social Mess and elected by the Social Mess. A simple majority is needed to elect an officer.

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3. Mess Officer Responsibilities

a. President: The Command Master Chief shall serve as the Mess President and is responsible for the proper functioning of the Chiefs' Mess. The President will chair all meetings and establish both professional and social committees as applicable. In the absence of the President, the Vice President will assume the duties of president or the next senior member in the absence of both the President and Vice President.

b. Vice President: Will perform all duties as assigned by the President. Will monitor the progress of all social committees and make recommendations thereto. Will act as the president in their absence.

c. Secretary: Take the roll, record the minutes of the meetings, and bring to the floor any old business from previous meetings.

d. Treasurer: Will maintain the Mess checking account and all receipts documenting expenditures. Additionally, the Treasurer will maintain a ledger that contains points of contact and lead-time for ordering special items and personnel responsible for such actions. Ensure that enclosure (2) is submitted appropriately and coordinate with the Supply Officer for the annual audit. Turnover between the outgoing and incoming Treasurer will be completed on or before 1 October. Treasurer reports will be discussed monthly at the CPO Mess meeting.

4. Meetings. Meetings are held the last Friday of each month at the Chief Petty Officers' Club in the Banquet Room. Attendance by all Chief Petty Officers is required concurrent with operational priority. Professional matters will be discussed first and upon completion of professional business non-social members may be excused.

5. Social Mess Dues

a. Dues are \$5 per month payable on or before the 15th of each month. A member considered to be in good standing is one that is paid to date. Members that remain in good standing for ten consecutive months will receive two months free of dues annually.

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b. Members that are on leave/TAD in excess of 21 days during a preceding month are exempt from paying dues for that month.

c. The Treasurer will pay no dues.

d. All newly selected Chief Petty Officers will receive their first three months in the social mess free from dues.

6. Authorized Mess Fund Expenditures

a. Transfer to Fleet Reserve or Retirement: Social members in good standing will be presented a shadow box, plaque, flowers for a spouse or any other items associated with a retirement not to exceed \$110. Other costs above the \$110 maximum are the responsibility of the member.

b. Nametags: All newly reported Chief Petty Officers will receive a command nametag not to exceed \$10.

c. CPO Advancements: The Mess will purchase one set of collar devices and one complete combination cap with khaki cover for each selectee. This expenditure should not exceed \$50.

d. PCS Transfer: Social Mess members in good standing will receive a farewell plaque upon checkout. Plaques should not exceed \$30.

e. Unexpected Hospitalization or Death of an Immediate Family Member: The Mess will immediately forward a floral arrangement or appropriate symbol of condolence to the member's family of any assigned Chief Petty Officer not to exceed \$50. This expenditure requires only the Treasurer to coordinate with another Mess Officer for verification.

f. Unforeseen emergency expenditures: The President may authorize such expenditures at their discretion not to exceed \$50.

g. Miscellaneous Expenditures: All expenditures over \$50. and not specifically addressed herein require a simple majority vote by social members in good standing that are present.

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7. Assessments. If extenuating circumstances arise that require additional funding, the President can authorize a one-time assessment of all social members to cover the situation. The assessment shall not exceed \$5. Upon the second occurrence where an assessment is required to be levied, the Chiefs' Mess Social members will be summoned to discuss the need to increase dues and subsequently vote if applicable.

8. Voting. Only Chiefs' Mess Social members in good standing shall vote in elections, by-law amendments and expenditures of funds.

9. Amendments to by-laws. The by-laws may only be amended by action of the Chiefs' Mess. Any social member in good standing can propose amendments to the by-laws. A two-thirds majority vote is required to amend by-laws.

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**CHIEF PETTY OFFICERS MESS
STATEMENT OF NET WORTH
SEMI-ANNUAL REPORT**

Beginning Net Worth 1 January 20__ \$ _____

Add: Revenue:

Dues	\$ _____
Fund Raisers	\$ _____
Interest	\$ _____
Total Revenue	\$ _____

Less: Expenses:

Functions	\$ _____
Name Tags	\$ _____
CPO Club Tab	\$ _____
Total Expenses	\$ _____

Net Gain/Loss \$ _____

Ending Net Worth 30 June 20__ \$ _____

RECAPITULATION OF NET WORTH AS OF 30 JUNE 20__

Savings Account	\$ _____
Checking Account	\$ _____
Total Net Worth	\$ _____